

BackPack

Weekend Food Program

PARTNER BOOKLET

2023-2024

BackPack Weekend Food Program, Inc.

P.O. Box 551030 | Gastonia, NC 28055 | www.bwfpgc.com

Phone 704-689-3363

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Virgil Welch, Warehouse Manager virgil@bwfpgc.com

Jennifer Grant, Finance Manager jennifer@bwfpgc.com



PARTNER INFORMATION

FOOD ORDER PICK-UP

- Food orders should be picked up at the BWFP warehouse at **514 Linwood Rd., Gastonia.**
- You will be notified of your monthly pick-up date and time by email at least 1 week in advance. Please provide a name and cell phone number of the pickup person in case we need to reach them.
- A list of distribution dates is included with this packet. The first food order will be available for distribution on **Wednesday, September 13.**

FOOD INVENTORY

- Once you have received your food order, **count the inventory.** Email suzanne@bwfpgc.com ASAP if there is a problem with your order. Incorrect orders will be corrected the week following your order. If items get damaged at your facility, please replace them.
- If you have inventory remaining at the end of the month, please communicate this information with us ASAP.

FOOD ALLERGY

- You will be notified if a student has a food allergy and the substitute food item(s). For example, peanut substitutes will be in red on your food order if you are packing for a student with a peanut allergy. **Label food bags** with the word **“ALLERGY”** and **“TYPE of ALLERGY”** (Ex. **ALLERGY/PEANUT**). **You should also label the food bin in which the bag is placed** as this helps the school coordinator locate the bag easily.

FOOD STORAGE AND PACKING

- Identify a place to safely and securely store your food order each the month. ***Food should not be stored on the floor.***
- **Please double bag everything. We have had complaints of bags breaking, causing food packaging to break resulting in a loss of food and significant messes.**
- Please **do not include** any food items in the food bags other than what is provided by the BWFP. This is per Gaston County School policy.
- Set up a packing schedule for food bags and encourage different groups within your church or organization to get involved with the packing. The more the merrier!

SCHOOL CONTACTS

- We have requested each school has two contacts in the event of an absence. If food bags are found remaining in bins, please email or call to notify the Backpack team. We will communicate with the school contact to inquire about leftover food.

FOOD DELIVERY

- Food bags should be delivered to the school in storage bins. The delivery schedule is included in this booklet. Set up a delivery time with your school partner. The first food bags should be delivered September 21.
- **Plan for inclement weather and early school closings.** Inclement Weather Guidelines are included in this booklet.

STUDENT ENROLMENT

- Student numbers change throughout the course of the year and communication is key to keeping everyone informed. If your school partner contacts you about an increase in student count, please notify the Backpack team immediately. We will coordinate any necessary adjustments directly with the school.

INVOICING

- Food invoices (if applicable) will be emailed to your designated church or organization person monthly and are due within 14 days.

Please send payment to:

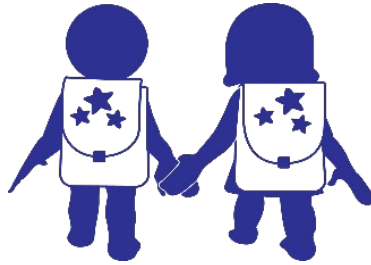
BackPack Weekend Food Program, Inc.

P.O. Box 551030

Gastonia, NC 28055

OTHER INFORMATION

- Health tips will be provided and should be inserted into the first food bags of the month.
- Dental kits will be available for the cold and flu season this year December through March.



BACKPACK WEEKEND FOOD PROGRAM

**Annual Cost Per Student
(Based on three rotating menus)**

2023-2024 (32 Weekends)

Elementary

\$341

Middle / High

\$415

Food Delivery Schedule 2023-2024

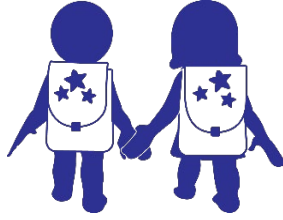
First Day of School: August 16

<u>DATE</u>	<u>DELIVERY DAY</u>
September 22 (Menu #1) September 29 (Menu #2)	Thursday, September 21 Thursday, September 28
October 6 (Menu #1) October 13 (Menu #3)	Thursday, October 5 Wednesday, October 11 Early dismissal on Thursday, October 12 School closed Friday, October 13
October 20 (Menu #2) October 27 (Menu #1)	Thursday, October 19 Thursday, October 26
November 3 (Menu #2) November 10 (Menu #3)	Thursday, November 2 Wednesday, November 8 School closed Friday, November 10, Veteran's Day
November 17 (Menu #1) November 24 (Menu #3)	Thursday, November 16 Monday, November 20 Dismissal on Tuesday for Thanksgiving Holiday
December 1 (Menu #2) December 8 (Menu #1) December 15 (Menu #2) December 22 (Menu #3)	Thursday, November 30 Thursday, December 7 Thursday, December 14 Tuesday, December 19 Dismissal on Wednesday for Winter Holiday

<u>DATE</u>		<u>DELIVERY DAY</u>
January 12	(Menu #3)	Thursday, January 11
		School closed Monday, January 15
January 19	(Menu #1)	Thursday, January 18
January 26	(Menu #2)	Thursday, January 25
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February 2	(Menu #1)	Thursday, February 1
February 9	(Menu #2)	Thursday, February 8
February 16	(Menu #3)	Thursday, February 15
		School closed Monday, February 19
February 23	(Menu #1)	Thursday, February 22
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March 1	(Menu #2)	Thursday, February 29
March 8	(Menu #3)	Wednesday, March 6
		Early dismissal on Thursday, March 7
		School closed on Friday, March 8
March 15	(Menu #1)	Thursday, March 14
March 22	(Menu #2)	Thursday, March 21
March 29	(Menu #3)	Wednesday, March 27
		Spring Holiday Friday, March 29 – April 5
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April 12	(Menu #1)	Thursday, April 11
April 19	(Menu #2)	Thursday, April 18
April 26	(Menu #1)	Thursday, April 25
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May 3	(Menu #2)	Thursday, May 2
May 10	(Menu #1)	Thursday, May 9
May 17	(Menu #2)	Thursday, May 16

The last day of school is May 22.

Total Number of Weekends = 32



Inclement Weather Guidelines

- Delivery dates are subject to change due to inclement weather school closings.
- If schools are closed for several days and the delivery date is missed, partners are asked to please take the food bags the first day the students return to school.
- School coordinators should distribute food bags to students on the first day they return to school.